

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 006115
Grade 23**

PARALEGAL SPECIALIST

DEFINITION OF CLASS:

This is paralegal work that involves a variety of legal duties that support the work of Assistant County Attorneys by conducting substantive legal research and analysis of the law. Contacts are generally with attorneys, appellants, witnesses, law enforcement specialists, County employees, and Federal and State legal staff to exchange subject matter information and to agree on appropriate solutions and/or to manifest/facilitate appropriate legal action. The Specialist provides limited direct service and assistance to the general public.

Duties include: substantive legal research and analysis; preparing of legal pleadings, motions, summaries, and recommendations for review and approval by an Assistant County Attorney; preparing interrogatories including interviewing witnesses and defendants; examining case files; reviewing and editing contracts and legal documents; and maintaining legal files/record systems. The Specialist reports to an Assistant County Attorney for supervision. The Specialist independently plans the sequence of actions and selects the appropriate methods or procedures to complete the work. This level of work requires the ability to prioritize and meet multiple deadlines. The results of the work are reviewed for accuracy, sound judgment, application of appropriate methods and procedures, and conformity to established policies and requirements. Guidelines for performing the work are available but may not necessarily be applicable to the work. The Specialist may modify procedures, or adopt different approaches or methods, using resourcefulness and initiative to resolve problems. Nonstandard situations are referred to the supervisor for decision, assistance, or guidance. The complexity of the work involves assembling facts, researching the law, and applying the law to the facts. This requires independent judgment, analysis, and ability to discern the interrelationships between unusual and complex subject matter issues involving principles, issues, laws, concepts, opinions, and facts in preparing appropriate and defensible legal recommendations. The completed work is primarily used by attorneys in developing and presenting cases. The work is generally sedentary, performed in a typical office environment, and subject to common and reasonable everyday risks.

EXAMPLES OF DUTIES: (Illustrative Only)

- Performs thorough substantive legal research and analysis into applicable legislative history, case precedents, legal decisions and opinions in order to evaluate and summarize relevant substantive information such as a basis of complaint and to assist in case preparation.
- Develops and justifies recommendations for County actions or its position in regard to legal issues.
- Investigates and becomes thoroughly familiar with subject matter details involved in a case or legal matter, determines the specific data needed and the best approach to obtain this data, and determines the relevance or sufficiency of available legal, technical, or other related data.
- Prepares interrogatories, conducts interviews, and obtains responses from witnesses/defendants relative

to discovery.

- Consults with various specialists and subject matter experts on the reliability of information.
- Communicates with opposing counsel and legal staff on hearings, pleadings, etc.
- Shepardizes/checks citations i.e., identifies and analyzes other legal authorities that have discussed the citation at hand.
- Reviews and edits contracts and legal documents such as real estate contracts and real estate settlements.
- Reviews codification of legislation for compliance with State and County requirements prior to final printing.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles and practices of substantive and procedural law.
- Considerable knowledge of legal research processes, to include knowledge of and the ability to use legal reference sources, automated and manual reference systems, sufficient to perform extensive and thorough legal research into applicable legislative history, court decisions, case precedents, and legal opinions that may be applicable.
- Considerable knowledge of legal terminology, legal communication, documentation, standards, and conventions.
- Knowledge of document control procedures, security measures, and privacy rules at the institutional level in order to ensure against the release of any investigative information which would endanger or compromise pending cases.
- Knowledge of formal/informal rules of evidence, and the skills necessary to evaluate the adequacy and/or admissibility of evidence.
- Knowledge of legislation codification requirements.
- Knowledge of general County, Federal and State legal procedures and requirements related to legal work in areas such as tax, Worker's Compensation, real estate, contract litigation, and child and adult protective services.
- Knowledge of interviewing techniques and skills sufficient to interview witnesses and comprehend the appropriateness and necessity of relevant information.
- Skill in evaluating the relevance of, and in summarizing substantive information.
- Skill in interpreting, explaining, and presenting, thorough oral presentations and/or written reports, relevant legal findings and conclusions using appropriate language, legal reasoning, and organization of facts and ideas.
- Ability to analyze, to evaluate, and to discern the interrelationships between the application of various applicable laws, legal opinions, and statistical and financial information.
- Ability to assist in case preparation and insure information is lawfully released or withheld.
- Ability to perform legal review, and investigative and research work.
- Ability to communicate clearly and effectively in presenting ideas orally and in written form.
- Ability to follow direction, organize, and prioritize assignments, coordinate competing tasks under tight deadlines, and utilize computer technology in the course of performing work.
- Ability to work independently and in teams.
- Ability to maintain automated and manual filing systems.
- Ability to attend meetings or perform work at locations outside the office if necessary.

MINIMUM QUALIFICATIONS:

Experience: Three (3) years of experience as a paralegal.

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: July 1978

Revised: April 1985

Classification Study: March 1996 (M)

Classification Study: June 2001 (M)

August 2013

October 2014

Formerly Titled: "Legal Assistant"